State of California

DEPARTMENT OF THE YOUTH AUTHORITY



OPEN EXAMINATION PSYCHOLOGY ASSOCIATE CORRECTIONAL FACILITY

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

EXAMINATION TYPE This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Applications are available at Youth Authority offices/facilities; State Personnel Board at 801 Capitol Mall, Sacramento; and at offices of the Employment Development Department.

Applications may be filed in person or by mail with the:

Department of the Youth Authority Personnel Management Services Division 4241 Williamsbourgh Drive, Suite 115 Sacramento, CA 95823

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

FINAL FILING DATE Applications will be accepted on a continuous basis until needs are met.

EXAMINATION INFORMATION This is an Education and Experience exam weighted 100%.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

SALARY RANGE

REQUIREMENTS FOR ADMITTANCE TO THE **EXAMINATION**

\$3466 - \$3935

 $NOTE:\ It is your\ responsibility\ to\ make sure\ you\ meet\ the\ education\ and/or\ experience\ requirements\ stated\ below.$ Your signature on your application indicates that you have read, understood and possess the basic qualifications required.

Education: Completion of at least three years of graduate education in clinical, counseling, educational, social, experimental, or medical psychology or other specialty recognized at the Staff Psychologist level and completion of the doctoral qualifying or comprehensive examinations.

<u>And</u>

Completion of a university approved internship or field training experience relevant to mental health, mental retardation, or correctional services and in the same psychological specialty as that of the academic training, equivalent to one full-time quarter (450 hours). This must be in addition to practicum work associated with specific academic courses or dissertation research. (Three months of experience under the close supervision of a Ph.D. level psychologist may be substituted for the required internship or field training provided it follows at least two years of graduate study in psychology.)

Or II

Completion of all the requirements for a doctoral degree with specialization in one of the fields of psychology listed above from a recognized U.S. college or university.

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; scientific and professional integrity; emotional stability; patience; alertness; tact; and keenness of observation.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders.

Assignments may include sole responsibility for the supervision of youthful offenders and/or the protection of personal

THE POSITION

This is a sub-journeyperson level for the psychology series. A Psychology Associate, Correctional Facility, under the supervision of a licensed psychologist in a Youth Authority facility, does the less difficult technical work in psychology involving the assessment and treatment of youthful offenders, research and program evaluation; maintains the order and supervises the conduct of youthful offenders, protects and maintains the safety of persons and property; and does other related work.

Appointments to this class are limited to one year, subject to reappointment for a second year. Positions exist at various Youth Authority facilities throughout the State.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Department of the Youth Authority 4241 Williamsbourgh Drive, Suite 115 Sacramento, CA 95823 Telephone: (916) 262-1338 or Toll Free 1-866-466-4CYA

Psychology Associate, Correctional Facility Final Filing Date: Continuous Filing Class Code: 9284-XM15

Psychology Associate, Correctional Facility
Class Code: 9284-XM15

Bulletin Release Date: January 9, 2001
Final Filing Date: Continuous Filing

EXAMINATION SCOPE

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination.

KNOWLEDGE AND SKILLS REQUIRED

A. Knowledge of:

- 1. Theories and research on personality and intellectual growth and development, individual difference, human motivation and disordered behavior.
- Techniques of behavior modification including psychotherapy, remotivation and conditioning.
- 3. Uses, administration and interpretation of psychological tests and measurements.
- 4. Characteristics and social aspects of mental disorders and retardation.
- 5. Statistics as applied to tests and measurements.
- 6. Psychological research methodology, design and data analysis.
- 7. Group dynamics, professional training in psychology and allied disciplines.
- 8. Current trends in the field of mental health.

B. Ability to:

- 1. Assess behavior, identify normal and abnormal behavior tendencies.
- 2. Modify problems, attitudes and behavior.
- 3. Establish rapport with clients.
- 4. Conduct research.
- 5. Evaluate statistical data.
- 6. Participate in professional training.
- 7. Establish and maintain effective relationships with other personnel.
- 8. Analyze situations accurately and take effective action.
- 9. Prepare reports.
- 10. Communicate effectively.

ELIGIBLE LIST

The eligible list resulting from this examination will be used to fill vacancies which may occur at Youth Authority facilities located throughout the State. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

VETERANS PREFERENCE CREDIT

Veterans preference credit will be added to the final score of all competitors in this examination who qualify for and have requested these points and who are successful in all part(s) of the examination.

GENERAL INFORMATION

Applications (Form 678) must be postmarked by the United States Postal Service no later than the final filing date. Applications postmarked, personally delivered or received via interoffice or interagency mail after the final filing date will not be accepted for any reason

For an examination without a written feature, it is the candidate's responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, in Sacramento at (916) 262-1338, three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate's responsibility to contact the Department of the Youth Authority three days prior to the oral interview date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior of the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at Youth Authority facilities, State Personnel Board, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test and all candidates who pass will be ranked according to their scores.

The Department of the Youth Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the ADA, and the rights provided there under, are available from the ADA Manager, Equal Employment/Community Participation Office, 4241 Williamsbourgh Drive, Suite 201, Sacramento, California 95823, (916) 262-1475.

Appeal Information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244-2010, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. The appeal must be filed within 30 days after the notice of examination result were mailed and must state the facts, information, or circumstances upon which the appeal is based. Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco and Los Angeles.

MISSION AND VALUES

The Mission of the Youth Authority is to protect the public from criminal activity by providing education, training, and treatment services to youthful offenders committed by the courts; directing these offenders to participate in community and victim restitution; assisting local justice agencies with their efforts to control crime and delinquency; and encouraging the development of state and local programs to prevent crime and delinquency. In order to enhance our ability to accomplish our mission, we have a shared set of values. We Value: The Worth of the IndividualWe treat all people with dignity, respect, and consideration. People's Ability to Grow and ChangeWe believe people have the ability to grow and change, and we provide the opportunity for them to a SStaff as our Greatest Resource We encourage staff to develop personally and professionally and to participate in decision making. Ethical and Moral Behavior We demonstrate a behavior which is fair, honest, and ethical both on and off the job. Citizen Participation We invite public involvement, support, and assistance to plan, deliver, and evaluate programs. Excellence
-Our performance demonstrates a commitment to and recognition of quality, dedication, and innovation. A Safe and Healthy Environment
We believe that physical and mental health are important, and our commitment is to provide a safe and secure work and living environment.

THE DEPARTMENT OF THE YOUTH AUTHORITY

4241 Williamsbourgh Drive, Suite 115 Sacramento, California 95823 Telephone: (916) 262-1338

Recorded Examination Line: (916) 262-1328

Web site: www.cya.ca.gov

California Relay Service for Hearing Impaired From TDD Phone: 1-800-735-2929 From Voice Phone: 1-800-735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device